



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## MENTAL HEALTH EDUCATION EVALUATOR

Job Number: 20000989

Job Code: 41720V000101

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as an education specialist on the inter- disciplinary team to review each resident's individual plan of care and assure all recommendations in the plan are implemented; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have one year of experience in special education or a related field.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree in education, special education, psychology, social work or related area will substitute for the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Conducts inter-disciplinary team meetings for individual residents on the caseload assigned. Records reports of the care team. Correlates data and assesses the progress of residents and refers to the specific disciplines to determine if changes in the individualized treatment program need to be made. Monitors residents' programs in the various habilitative departments to assure that programs are being carried through according to prescribed methods. Reviews charts and other data for the purpose of assessing quality of documentation, progress notes and to determine if programs are being carried out in a timely manner. Meets with staff to address any problems not covered in the monthly or quarterly reviews. Prepares and maintains operational records and reports such as monthly and quarterly reviews, individual treatment plans, monthly and quarterly charts, etc. Reads rights to new admissions to the facility and enters notes in residents' charts. Completes discharge summary of programs and progress and plans for schedule reviews.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

This position typically requires working in an office or classroom setting with individuals who may have various disabilities.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*